

TWENTIETH
ANNUAL REPORT

OF THE

TRUSTEES

OF THE

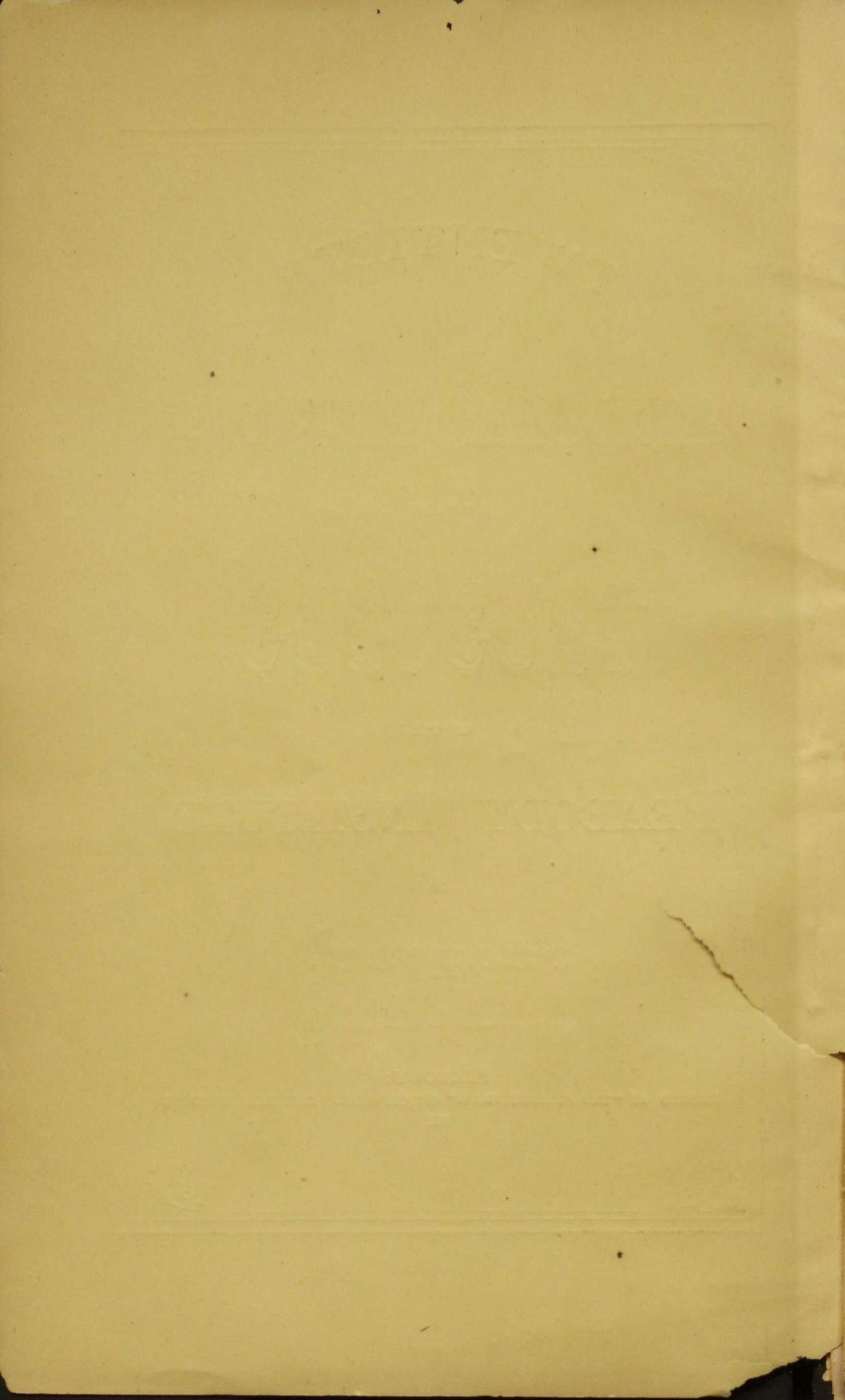
PEABODY INSTITUTE,

OF

PEABODY.

PEABODY:

PRINTED AT "THE PEABODY PRESS" OFFICE, WARREN NAT. BANK BUILDING.
1872.



TWENTIETH
ANNUAL REPORT

OF THE

TRUSTEES

OF THE

PEABODY INSTITUTE,

OF

PEABODY.

PEABODY:

PRINTED AT "THE PEABODY PRESS" OFFICE, WARREN NAT. BANK BUILDING.
1872.

At a legal meeting of the inhabitants of the Town of Peabody,
qualified to vote in town affairs, held March 4th, 1872, it was

VOTED, That the Report of the Trustees of the Peabody Institute,
together with the accompanying documents, be accepted,
and that the same be printed for distribution.

A true copy of record,

Attest :

N. H. POOR, TOWN CLERK.

TWENTIETH ANNUAL REPORT.

The Trustees of the Peabody Institute have the honor to present to the Town their Twentieth Annual Report, together with the reports of the chairman of the Library and Lyceum Committee and of the various sub-committees.

The reports submitted herewith are very full and complete, and but little in addition remains to be said concerning the general condition of the Institute.

These reports plainly indicate, not only that the Institution under our charge is in a most flourishing condition, but also what is of equal importance, that the interest and devotion of the committees having charge of its various departments does not flag from year to year. On the contrary, we have frequently noticed on new members being placed upon the Library and Lyceum Committee, although at first taking but little interest in the work assigned them, as they became more familiar with the organization of the Institution their zeal increased, and in more than one instance, members who at first were disposed to shirk the work as far as possible,

after two or three years' service willingly accepted those positions on the committee requiring the most time and attention.

We do not consider, however, that the same Library and Lyceum Committee should be continued from year to year, but are firm believers in the doctrine, which is both democratic and republican, of rotation in office.

For several years past, following the example of the Town in the selection of Trustees, we have placed each year a few new members on the committee—and while in respect to the Library and Lyceum Committee, as in respect to the Trustees, there is occasionally one who cannot and ought not to be spared from the position he has filled and honored so long and acceptably—yet as a rule, some new members should be added annually to each board; and although such a system of rotation will deprive the Institute of the services of valued members, it will be more than compensated by the new life and vigor new members will bring into the different boards; not to mention the advantage it will be to the Institute to have among the citizens of the Town a large and influential body of ex-members, who will know by experience the wants and capabilities of the Institution—who will be ready to defend it when assailed, and equally ready to hold to a strict account those who have it in charge, if they should prove recreant to their trust.

The eminent success that has attended the numerous institutions and charities established by Mr. Peabody has signally illustrated the sagacity and wisdom of their founder. It is especially gratifying to us, that the Institution planted by him twenty years since, in this his native town, the eldest of his large family of similar institutions, has so fully realized the high anticipations he

then entertained in reference to its future importance and usefulness. Indeed, the many complaints that have been made in consequence of the necessary closing of the Library during the past few months for the purpose of preparing a new Catalogue, have made us realize more fully than we could otherwise have done, how important that department of the Institute had become to the entertainment and instruction of the community.

The last gift of Mr. Peabody of \$50,000, given but a few months previous to his death, on the occasion of his last visit to the Institute, has established it on a permanent foundation. The Reserved Fund, inaugurated at that time by the Trustees, already amounts to \$22,033 97. The Trustees find that the income from the remaining funds is sufficient to meet all the present wants of the Institute, and are confirmed in the opinion expressed two years since, in their annual report to the Town, that this fund should be permitted to accumulate until it amounts to a very large sum, when it can be appropriated to the erection of additional buildings, unless in the meantime some misfortune should happen to the Institute building, or to the Library, to repair which this fund might be made available.

We have been fortunate in retaining the services for so long a period of Mr. Poole, the efficient and devoted Librarian. He has watched the growth of the Library from very small beginnings, until now it numbers some 15,000 vols. His cordial reception of the many strangers visiting the Institute, has added much to its attractiveness.

It has been the intention of the Trustees that the lectures in the Institute should be principally scientific, or at least instructive, not merely what are commonly

called "popular lectures." As will be seen by the accompanying report of the Lecture Committee, they concur in this view. It is to be hoped that another year we shall have a larger proportion of lectures of this character.

The income of the "Eben Dale Sutton" Library Fund is being judiciously expended in standard works. Mrs. Sutton manifests her continued interest in this Library by frequent gifts of rare and costly volumes. The increasing numbers who avail themselves of its treasures of learning bear ample testimony to its value. As time passes it will become more and more attractive to citizens and strangers, who will find in its carefully chosen volumes the answer to many a perplexing question. No more charming place can be found in which to pass a few leisure hours than in this luxuriously furnished apartment.

In former years our resources were so limited we were obliged to exercise the most rigid economy in order to provide for the regular and necessary expenses of the Institution. The present ample income enables us to make liberal appropriations for the Library, for lectures, etc., and also to meet such extra expenditures as are required from time to time.

During the past year there have been carried out two important plans, viz: Providing for a new and complete Catalogue of the Library, and the fitting up and furnishing of two small rooms on the lower floor of the Institute Building.

The necessity of an entirely new Catalogue, in order to make the treasures of the Library accessible to the public, was apparent, and is fully set forth in the reports submitted herewith. The Trustees did not hesitate to appropriate \$1700 for the purpose. We are satisfied the

work is being done very faithfully and systematically, and that it will add greatly to the usefulness of the Library.

The rooms in the Institute referred to above have heretofore been little used and scantily furnished. They are now tastefully and suitably fitted up—one with shelves, bookcases, etc., as a reading-room in connection with the Library; the other for meetings of the Trustees, and as a reception room.

The Institute Building is now complete in all its appointments, ample for the wants of the Town for many years, and equal to any institution of the kind in the State.

Respectfully submitted in behalf of the Trustees.

THOMAS E. PROCTOR.

The Treasurer respectfully presents to the Trustees of the Peabody Institute the four annexed accounts, pertinent to the financial year ending February the 27th, A. D. 1872.

*Trustees of Peabody Institute in account with Geo. Osborne, Treas.
1871.*

	Dr.
M'ch 13, To paid Paul A. Gary's bill for small bust of G. P.	\$22 00
" 29, " Whipple & Smith, house paper	15 00
" Clark & Giddings, carpenters	1 08
" Whidden, setting glass	1 40
" Linah, the plumber, pr. D. R. Galloupe	1 50
	18 98
April 3, " Gas bill	62 64
" J. H. Teague, Janitor, 3 mos. to April.	175 00
" " repair of gate, 1 50, sundries, 4 23	5 73
" Newman & Symonds, 3 spittoons	2 25
" Folsom, on 23d Mch. on Inst. Hall & brick house,	87 64
22, " Franklin Ins. Co., No. 33,780, on \$1150 00 books,	
" \$150 00 bust and Everett portrait.	12 75
26, " I. B. Elliott, water and labor around premises, 1870,	20 00
May 13, " Bancrofts, masons, on brick house	16 64
" " on Institute Hall	17 30
	33 94
18, " Jennings & Chase, work on safe and door	1 50
June 10, " Lyceum and Library Committee draft.	1000 00
13, " Whipple & Smith, house paper.	5 00
16, " Daniel B. Lord, gas fixtures	23 13
July 3, " J. H. Teague, Janitor, 3 mos. to July 1st.	175 00
" Gas bill for three months.	20 16
8, " Salem and Danvers Aqueduct	10 00
11, " Whipple & Smith, per Grosvenor, house paper	3 00
12, " I. B. Elliott, labor and water at premises, 1871	20 00
Oct. 3, " J. H. Teague, Janitor, 3 months to Oct. 1st.	175 00
" Lyceum and Library Committee's draft	1000 00
4, " Gas bill	3 96
7, " Potter & Batchelder, 16 tons hard coal.	136 00
" " 16 bushels charcoal.	9 60
	145 60
21, " Carl & Murdock, fresco-work.	49 00
Nov. 14, " Bancrofts, masons, on wooden house	26 98
18, " C. G. Folsom, wardrobe and bookcase	\$350 00
" " " &c., Trustee's room, 400 00	
" " " labor & black walnut finish.	549 00
	1299 00
25, " Lord & Fuller, for designs and working drawings, Reading Room, &c.	75 00

Dec. 29, To paid Lyceum and Library Committee's draft 1000 00

1872.

Jan. 1,	"	Gas bill, three months.	30 96
5,	"	Clark & Giddings, carpenters, on brick house . .	1 40
"	J. H. Teague, Janitor, 3 mos. to Jan. 1st, \$175 00		
"	" " " bill of sundries.	10 16	
			185 16
"	Salem Aqueduct, four families and Hall.		13 50
15,	" W. Blaney, painter, on Hall and houses, from Jan. 1871 to 1872.		642 45
17,	" Franklin Ins. Co., policy 38,245 on \$5000 Hall, \$2500 on Library.		30 00
19,	" Lyceum and Library Committee's draft appropriated for Catalogue.		700 00
20,	" W. Blaney, painter, on East side brick house, not included above		51 47
23,	" Manufacturers' Ins. Co., policy No. 90,668 of \$5000 on Hall, a 30.		15 00
"	Tremont Ins. Co., policy No. 10,901 of \$1500 on Library, \$1000 on Portrait.		21 25
31,	" Geo. W. Ware & Co., furniture, 12 chairs and table, \$420, 6 chairs, \$24 00		544 00
Feb. 3,	" Fairbrother & Co., freight of furniture.		5 00
10,	" Library Committee draft.		500 00
21,	" Clark & Giddings, carpenters, on buildings . .		15 88
26,	" Shreeve, Cramp & Low, 2 chandeliers and drop fixtures		199 37
"	Shepard, upholsterer, of 2 tables enamel cloth . .		20 00
"	Goldthwaite, 70 yds English carpeting, lining, laying and labor on old carpet.		192 35
"	Petty expense account.		7 00
			8,648 05
	Balance to new account		2,824 95
			\$11,473 00

1871.

Cr.

Feb. 25,	By Balance	\$4126 63
April	" Rents of Winchester, Grosvenor and Teague to Apr. 1,	125 00
"	Rent of Galloupe, 3 mos. to April 1st.	56 00
"	Use of Hall.	25 00
26,	" Dividend on three shares Warren National Bank	18 00
June 10,	" Interest, 6 mos. to April 6, 1871, Town of Peabody Note,	2450 00
July	" Rents, three mos. to 1st April—Galloupe \$68 75, Winchester \$50 00, Grosvenor \$62 50, Teague \$25 00, use of Hall \$5 00.	211 25

July 7, By Interest, 6 mos. to July 1st, on 4 Certificates, \$5000 each, Mass. Registered 5 per cent. Bonds, No. 83 to 86 inclusive.	\$500 00
Premium on gold.	65 62
	565 62
" Interest, 6 mos. on 8 Mass. Bonds of \$1000 each, No. 481 to 488 inclusive, at \$25 00.	\$200 00
Premium on gold.	26 25
	226 25
October " Rents, 3 mos. to October 1—Winchester, final .	\$50 00
" " " Galloupe.	68 75
" " " Grosvenor.	62 50
" " " Teague.	25 00
	206 25
7, " Dividend on 3 shares Warren National Bank.	18 00
8, " Interest, 6 mos. to Oct. 6, 1871, Town Peabody Note, Dec. 12, " Rent of T. Robson, 3 mos. from Oct. 18th, time of entering, to January 18th, 1872.	2450 00
30, " Rent of Galloupe, 3 mos. to Jan. 1st, 1872 . . .	68 75
1872.	
Jan. 5, " " Grosvenor, " " "	62 50
" " Teague, " " "	25 00
" Use of Hall.	15 00
	233 75
10, " Interest, 6 mos. to January 1st, 1872, on 4 Certificates, \$5000 each, Mass. 5 per cent. Registered Bonds, No. 83 to 86.	\$500 00
Premium on gold.	43 75
	543 75
" Interest, 6 mos. on 8 Mass. Bonds, \$1000 each, No. 481 to 488 inclusive, \$25 each.	\$200 00
Gold premium, 8 $\frac{1}{4}$	17 50
	217 50
	\$11,473 00

E. E. PEABODY, Feb. 27, 1872.

GEORGE OSBORNE, *Treasurer.*

We have compared the above items with the vouchers and find the account correct.

G. A. OSBORNE,
THOMAS E. PROCTOR,
STEPHEN BLANEY,
EDWARD W. JACOBS. } *Finance Committee.*

RESERVED FUND ACCOUNT.

[ESTABLISHED MARCH, 1870.]

"Reserved Fund" of Trustees of Peabody Inst. in acct. with G. Osborne, Treas.

1871.

	Dr.	
	Gold,	Currency.
Oct. 5, To paid for Bond No. 582, \$1000, of City of Charlestown Water Loan, 20 years,	\$1012 50	
To paid accrued interest on above Bond.. .	15 66	
On hand Feb. 1872, to Cr. new acct., viz:		
4 Certificates, No. 79 to 82, Mass. 5 per cent. Bonds.	\$20,000 00	
16 shares Phil., Wilm. & Balt. Railroad,	827 88	
1 Bond City of Charlestown, cost . .	1012 50	
Cash	193 59	
	—————	—————
	\$20,000 00	\$3,062 13

1871.

	Cr.	
	Gold.	Currency.
Feb. 25, By balance on hand, viz:		
4 Certificates, No. 79 to 82, Mass. 5 per cent. Bonds.	\$20,000 00	
16 shares Phil., Wilm. & Balt. Railroad,	827 88	
Cash.	18 37	
July 7, By 6 mos. Interest to July 1st on 4 Certi- ficates, \$5000 each, Mass. 5 per cent.		
Bonds.	\$500 00	
Gold premium.	65 62½	
	—————	—————
	565 63	
13, By Dividend on 16 shares Philadelphia, Wilmington & Baltimore Railroad. . .	32 00	
Oct. 5, By Certificate Charlestown City Bond, No. 582, as cost per Dr. of this date. . . .	1012 50	

1872.

Jan. 6, By Dividend on 16 shares Philadelphia, Wilmington & Baltimore Railroad . .	32 00
10, By 6 mos. Interest, to Jan. 1st, 1872, on 4 Certificates, \$5000 each, Mass. 5 per cent. Bonds.	\$500 00
Gold premium.	43 75

Jan. 11, By clip of coupon of Charlestown No. 582 Bond, being interest of first 6 mos. to Jan. 1, 1872, and which includes a return of the accrued interest, \$15 66, paid on the purchase of the Bond, on Oct. 5, 1871 30 00
\$20,000 00 \$3,062 13

PEABODY, Feb. 27, 1872.

GEORGE OSBORNE, *Treasurer.*

Invested Common and other Funds of the Peabody Institute.

No. 1—Three shares Warren National Bank, at par.	\$300 00
2—Four Certificates, No. 83 to 86 inclusive, \$5000 each, of Registry of 40 Mass. 5 per cent. Coast Defence gold-bearing \$1000 Bonds, No. 461 to 480 inclusive.	20,000 00
3—Eight Mass. 5 per cent. Coast Defence gold-bearing Bonds, No. 481 to 488 inclusive, \$1000 each	8,000 00
4—One Note Receivable, Town of Peabody, dated October 6, 1869, interest payable semi-annually.	70,000 00
5—Real Estate, comprising two dwelling-houses with their lands, one of brick on the easterly side, one of wood on the westerly side of the land belonging to and on which the Institute Hall is located, \$6000 each.	12,000 00
6—The Peabody Institute Hall and land, with its Libraries, Busts, Portraits and Cabinets of valuables, such as Queen Victoria's Miniature enameled on gold, in large burglar-proof steel safe, the Gold Tokens from the United States Congress, City of London, Guilds of London, &c., &c., not appraised.	\$110,300 00
7—The "Reserved Fund," inaugurated for continuous increase	22,033 97
8—The High School Medal Fund (2 U. S. 10-40 Bonds) . .	2,000 00
9—The "Eben Dale Sutton Library" Fund	20,000 00

PEABODY, Feb. 27, 1872.

GEORGE OSBORNE, *Treasurer.*

THE "EBEN DALE SUTTON LIBRARY" FUND OF PEABODY INSTITUTE.

Endowed by Mrs. Eliza Sutton of Peabody, accepted by and under the personal presence and auspices of George Peabody, Esq., of London, England, on the 15th October, A. D. 1866. The Fund, Twenty Thousand Dollars, in Boston City 5 per cent. Gold Bonds.

1871.	<i>In account with Geo. Osborne, Treasurer.</i>	Dr.
May 19,	To paid George A. Osborne, Treasurer of Lyceum and Library Committee, in the gold coupons as per credit this date.	\$500 00
Oct. 7,	To paid G. A. Osborne, gold coup. as per Cr. of this date,	500 00
		\$1000 00
1871.		Cr.
May 19,	By clip of 20 gold coupons, 6 mos. Interest to April 1, 1871,	\$500 00
Oct. 7,	By " " " 6 mos. Interest to Oct. 1, 1871,	500 00
		\$1000 00

E. E. Feb. 27, 1872.

GEO. OSBORNE, *Treasurer of Trustees.*

THE PEABODY HIGH SCHOOL MEDAL FUND OF PEABODY INSTITUTE.

Endowment of Geo. Peabody, Esq., of London, a native of this town. Donation two U. S. 5 per cent. 10-40 Bonds, amount \$2000. Income to furnish Medals for graduates of the High School.

1872.	<i>In account with George Osborne, Treasurer.</i>	Dr.
Feb. 12,	To paid A. Merrill, chairman of School Committee, gold coupons as per Credit of this date	\$100 00
1872.		Cr.
Feb. 12,	By clip 4 gold coupons from the two U. S. 10-40 Bonds, being Interest 1 year to March 1, 1872	\$100 00
E. E.	Feb. 27, 1872.	

GEO. OSBORNE, *Treasurer of Trustees.*

Report of the Lyceum and Library Committee.

TO THE TRUSTEES OF THE PEABODY INSTITUTE:

I beg leave to submit the following as my Annual Report in behalf of the Lyceum and Library Committee for the year ending in February, 1872, accompanied by the very interesting and full reports of the Sub-Committees.

In our last annual report it was intimated that the condition of the Peabody Library demanded a thorough overhauling and the compiling of a new Catalogue. Encouraged by a special appropriation by your Board, of seven hundred dollars for that purpose, at the beginning of the year the Committee set about that work last spring in earnest, and, having decided upon a general plan, committed the carrying out of the details of it to three of their number.

We were well aware that the expense of the undertaking would be large, and we therefore felt the importance of committing the work to experienced and competent hands. This led inevitably to our seeking aid from abroad, and we have found in Mr. C. A. Cutter, of the Boston Athénæum Library, a judicious and friendly adviser, and we take great pleasure in acknowledging his services in making suggestions, and in directing to us the lady who, assisted by others, has had the principal charge of the work.

After some preliminary work by the carpenters in refitting the shelves and putting up new ones, work was begun on the Library about the first week in July, and has been prosecuted with as much vigor as was consistent with accuracy and completeness. We confess that it has consumed very much more time than we anticipated, and the necessary expense will be proportionately greater; but, once embarked in the enterprise, we do not know how it was to be avoided, unless we were willing to have the Library remain in a condition that was neither convenient nor creditable.

The plan that has been pursued in re-arranging and cataloguing the Library are very clearly stated, and in ample detail, in the reports of the Librarian and of the Chairman of the Peabody Library Committee, so that I need not repeat them here. Something more is requisite for a good working Catalogue than a mere copying of the titles of books in alphabetical order. There should be also cross-indexing from book to author, and the grouping of books, so far as practicable, under judiciously selected general heads, with proper sub-divisions, so that the thing sought for may be found without a too wearisome search. Then, too, there are classes of works where the contents show that more than one topic is included, calling for a corresponding increase of titles in the Catalogue. An attempt has been made to introduce these features into the new Catalogue, so as to show more fully, than hitherto, what the Library really contains. In addition to the alphabetical Catalogue, there might be, also, classified lists of all the books under the great heads of History, Science, Art, &c., and this is the plan actually pursued at the Boston Public Library, but it would obviously involve the duplication of the whole Catalogue, the expense of which for us would scarcely be justified. A general alphabetical Catalogue is clearly the most useful for borrowers of average attainments, where the choice must be made between these two modes of cataloguing. It is proposed, however, to re-arrange the cards, which have been used as copy in printing the new Catalogue, and when this is done,

and the cards are properly arranged in cases, so as to be convenient for reference, we shall have an additional written Catalogue of all the books upon a strictly classified plan, according to subjects.

It will be readily seen that, until the re-arrangement of the books was completed, and the copy prepared for the printer, it was indispensable to close the Library. It has also been found to be expedient to keep it closed while the Catalogue is going through the press. It should be borne in mind that accuracy is a first requisite in a work of this nature, and it has been found that errors will creep into the copy, in spite of the utmost vigilance to exclude them. It is important, therefore, to preserve the means of correcting these up to the last moment before the edition is struck off. While, therefore, we regret that the public should, for so many months, be deprived of the use of the Library, we feel confident that we have adopted a plan that will be permanent in its character, and upon which we can build in the future, and that, as a consequence of the thorough measures now pursued, no such general withholding of the books will again become necessary, at least for many years to come.

The next notable event of the year is the fitting up of the western ante-room, to be used as a reading-room in connection with the Peabody Library. A want is now supplied by you that has been the subject of frequent recommendations from the Committee. The room will be supplied with a liberal selection from the prominent periodicals of the day, by increasing the list heretofore taken. No library can be considered complete in its appointments at the present time, which neglects the periodical literature. It is here that some of the best thoughts of the age seek an early avenue to meet the public mind. Indeed, many readers depend upon such means to acquaint themselves with what is going on in the world of letters, and what new discoveries are being made in the realms of science and art, having no time for more extended researches in more ample treatises. Regulations will probably be estab-

lished, by which the periodicals can always be found at the reading room for a certain time after being received, before they will be allowed to circulate. We shall thus endeavor to furnish the studious citizen with an attractive retreat, where a sufficient variety of mental food will be ready to suit the tastes of all, and which may be enjoyed free from the bustle and confusion that must always render the larger hall unsuitable for such a purpose.

Before leaving the subject of the reading room, we desire to call your attention to deficiencies still to be supplied. The first is a more convenient and economical mode of heating it. At present the hot air pipe runs from the large furnace which is used to heat the lecture hall, and which from its size would require much more fuel to support it, than would suffice for both ante rooms. We see no better course than an additional furnace of proper capacity for that service only.

It is desirable that the passage way from the main library hall to the reading room, through the front entry, be separated from the space devoted to the book shelves, by a railing. This is necessary to prevent such an unauthorized invasion of that part of the library room as would interfere with the Librarian and his assistants in the performance of their duties. While we have every reason to commend the good sense and honesty with which that portion of the community, who avail themselves of special privileges of examining the books at the shelves, use the courtesies thus extended to them, experience shows that it would be impracticable to accord that privilege to all, but it must be reserved for special cases, at the discretion of the Librarian.

We wish also to ask your attention, once more, to the insufficiency of the furnace used to heat the Sutton Reference Library Hall. This furnace is, possibly, of sufficient capacity, though of this we have some doubt, but it is nearly worn out with service, hastened by driving it to its utmost capacity, made necessary by its faulty position. A new furnace placed

directly under one of the registers, would probably remedy the evil.

Mr. Poole continues to perform the duties of the place which he has filled so long and so creditably, and his assistants throughout the Institute, merit our commendation.

The lectures of the past season have been listened to by attentive audiences, but from circumstances beyond the control of the committee, they have not partaken so much of a scientific character as was originally intended.

The above report is respectfully submitted.

THOS. M. STIMPSON,

Chairman of the Lyceum and Library Committee.

Report of the Sub-Committee on the Library.

The Sub-Committee for the Peabody Library submit the following report, for the year ending February, 1872.

For several years past, the annual reports of this committee have called your attention to the fact that the great needs of the Library, were, a new arrangement and cataloguing of the books, and the opening of a reading room. The constant growth of the Library, and the steady increase in the number of borrowers, have made these wants more imperative from year to year. By means of the special appropriations made for these purposes during the past year, your committee have been enabled to enter upon the work of supplying these wants, and to carry it forward to a promising stage of completeness.

Before commencing the re-arrangement and re-cataloguing of the books, the committee consulted with Mr. C. A. Cutter, the accomplished librarian of the Boston Atheneum. From him they obtained a plan for the work at once simple and comprehensive, and in accordance with the most approved methods of the present day. By this plan the books are classified and arranged according to the subjects upon which they treat. The details of this classification are so fully set forth in the report of the Librarian that their repetition seems unnecessary here. The shelves are numbered from the left of the door-way as one

enters, around the room to the right. The position of each book is indicated by a label, bearing a printed number of the shelf, and a written number of the volume *upon* the shelf. It was found that the new arrangement would require more shelf-room than the old, from the necessity of leaving blanks at the end of each subject, for additions. This was obtained by utilizing the space beneath the windows, which gave room for some 2000 volumes. Even with this increase, the books, in some departments particularly, are crowded, and resort must be had before long to alcoves upon the floor, or some other means of relieving the pressure. Through the influence of Mr. Cutter, the services of Miss A. I. Appleton were obtained to superintend and carry out the plan of re-arranging and re-cataloguing. Her experience in the Athæneum, and in the preparation of the Springfield Public Library Catalogue, eminently fitted her for this position, and your committee find great pleasure in stating that her work here has been most faithfully, thoroughly, and ably, conducted and completed. Miss E. C. Kimball, of this town, whose familiarity with the Library rendered her services doubly valuable, was also engaged. Mrs. A. D. Keene, of the Athæneum, was employed during several weeks of the summer and fall, and to her very efficient services much credit is due. The Librarian and his assistants, rendered valuable aid in the tedious work of re-labeling and re-numbering the books. The classifying and cataloguing was begun on the 10th of July last, and was steadily pursued, with only such interruptions as were unavoidable. It was finished on the 9th of December, and the cards, from which the catalogue is being printed, were completed on that day.

The committee were well aware before entering upon this work, that it was no small undertaking, but of the length of time and painstaking labor involved, they had formed but an inadequate idea. As the work progressed it grew upon their hands, until it became evident that if it was to be thoroughly done, it would require the labor of months instead of weeks, to complete it.

Except one has become familiar by observation or experience, with the details of such work, he cannot have a just conception of the labor, which the complete classification and cataloguing of a library of 15,000 volumes necessitates. Before a line was sent to the printer, the books were examined an average of 5 times each, or 75,000 times, for the whole library. The old labels were removed and new ones pasted on. Each book was numbered twice upon the inside and upon the outside. A shelf catalogue was written, giving the position of each work in the library, for reference in future examinations. The title of each work was written upon cards, twice at least, and in many cases, from three to five times. In our library this required the preparation of 20,000 cards, hundreds of them closely written. This work can be done only by competent persons, and under the direction of one who is experienced. Many cases require careful investigation, and the exercise of judgment, and a knowledge of books, to be found only in those who are familiar with them. It is easily seen that such minute and careful labor, must necessarily be slow.

The committee contracted with Mr. Chas. D. Howard, of this town, for the printing of the catalogue. The first cards were sent to the printer on the 11th of December last. With the first 100 pages there occurred some delays which seemed unavoidable, and are perhaps incidental to such a work. The printing is now being pushed rapidly forward, and we anticipate its completion at an early day. The committee estimate that the catalogue will make a book of at least 400 pages, of which 225 are already in type.

Notwithstanding the closing of the library for so large a portion of the year, the number of volumes added has been 529, rather above the average of former years. With the beginning of the present year the list of magazines, for the use of the library, was increased to 20, the additions including the representative publications of the more prominent religious sects of the country, and the American Journal of Science.—

The hitherto unoccupied room opening out of the library upon the western side, has been fitted for a Reading Room. A cabinet containing closets below, and shelves above, for the reception of books of reference, occupies one end of the room. The ceiling and walls have been tinted, the wood work painted, and a chandelier, which gives abundant light, has been provided.

An extra copy of each of the more popular magazines has been subscribed for during the present year, for use in this room. We believe that under proper regulations, the reading room cannot fail to become one of the most attractive features of the library, and greatly increase its influence among our citizens.

The committee sincerely regret the necessity which has required the library to be closed to the public for so many months, but they believe this loss will be more than compensated, by the increased facilities which the new arrangement and catalogue will afford. The present classification of the library, admits of indefinite expansion, and the additions, for years to come, will drop into their appropriate places, without delay or confusion. If the card catalogue is continued after the present plan, supplements to the catalogue can be printed readily, without the necessity of closing the library for more than a limited time.

Another excellent feature of this arrangement is, that it enables us to ascertain at once in what direction the library is deficient, and by appropriate purchases, to keep it well balanced in all departments.

J. H. OSGOOD, Chairman.

Report of the Sub-Committee on Lectures.

The Sub-Committee on Lectures have the honor of submitting their annual Report for the year ending February, 1872.

The committee succeeded this year, with no great difficulty, in securing the services of a number of gentlemen well known throughout the country as able and popular lecturers. Besides a Shakesperian Reading, by Mrs. Dallas Glynn, of London, lectures were delivered by the following gentlemen, viz:—

Prof. MOSES COIT TYLER, of the University of Michigan.

Rev. WILLIAM B. WRIGHT, of Boston.

Mr. JAMES T. FIELDS, of Boston.

General J. R. HAWLEY, of Hartford.

Rev. WASHINGTON GLADDEN, of the New York Independent.

Prof. W. H. NILES, of the Massachusetts Institute of Technology.

Rev. A. A. WILLETS, of Philadelphia.

Col. RUSSELL H. CONWELL.

Owing to an accident for which the committee were not responsible, only one scientific lecture was included in the above list, but it is hoped that the Committee of next year will pay more attention to lectures of this kind.

The sciences are best taught by lectures and perhaps they are the only branches of learning of which the same can be

said. Dr. Johnson once remarked that nothing ought to be taught by lectures except chemistry and other sciences in which experiments are to be shown, and that in all other cases lectures can not do so much good as reading the books from which the lectures are taken. Although we can not fully endorse the latter part of the learned Doctor's opinion, nevertheless we are of the belief that there is a great deal of truth in it, so much so that we would recommend to have at least one half of the lectures of next year's course treat of scientific subjects.

The appropriation for the present year, which was much larger than that of last year, we find to be sufficient for all purposes and recommend that the same amount be appropriated for the coming year.

The committee in discharge of their duty feel bound to make a suggestion, relative to the rule prohibiting children under fifteen years of age from attending the lectures. The rule as it now stands is very unreasonable and works great injustice. There is no reason why children twelve or thirteen years of age should not be admitted as well as those of fifteen. Many if not most children of twelve would be eager and attentive listeners and would derive as much information from what they heard, as those who are three or four years their seniors. But the worst feature of the rule is that it deprives many of the pupils of the Peabody High School of a privilege which, in our opinion, all of them should enjoy. Any child old enough to enter a Latin school is certainly old enough to be an intelligent listener at any popular course of lectures. If the Lyceum and Library committee think it inexpedient to abolish the rule altogether or even to alter it so as to admit all children over twelve years of age, then this committee suggest that it be so changed as to admit all pupils of the High School.

Respectfully submitted in behalf of the Committee,

J. T. MAHONEY, Chairman.

Librarian's Report.

TO THE LYCEUM AND LIBRARY COMMITTEE:

I herewith present my Annual Report on the condition and wants of the Peabody Library, for the year ending in February, 1872.

The great feature of the work of the year is the entire re-organizing and classification of the books of the Library.—This included a new system of numbering the books, and also the shelves, by which the prospective wants of shelf room could be supplied.

The want of a new Catalogue has been, for several years, seriously felt by those frequenters of the Library who have a definite object in view in their researches. The first printed Catalogue was issued in 1855, on the plan of that of the Boston Mercantile Library, which was then thought to be the best form for an Alphabetical Catalogue. A Supplement was printed in 1865, on the same plan, with slight variations, but it had scarcely gone into circulation before a large accession of books, sent from London by gift from Mr. Peabody, rendered it necessary to make a manuscript catalogue. This catalogue has ever since been kept up and several copies placed in the library room. The growth of the library swelled the manuscript catalogue to an inconvenient size, and complaints were

made of the want of a printed Supplement. These complaints, becoming general, demanded attention, and on consideration of the subject, the conclusion arrived at was that the best interests of the Library required a full catalogue, incorporating the original and two supplements into one. It was also decided to adopt the latest improvements, including a classification of the whole library on a plan most approved by the best bibliographers.

To prepare and print a catalogue of 14,000 volumes, such as is now required for the best libraries of the country, is no light undertaking and requires time. The committee were well aware of this, but the work was even greater than they anticipated. The work of classifying such a library must be seen to be appreciated. It is some amount of labor to condense into a single line the title or subject of a work, the name of its author, where it was published, the number of volumes, its size and the date of its publication, but this is mere clerical work in comparison with the labor and thought required in classification. The classified catalogue should be the same to the library as a good index to a book, unlocking and directing the eye of the reader to all its treasures. It is necessary, therefore, for the one who makes the catalogue to know something of what each book contains. Resort must be had to reference books of bibliography, catalogues of other libraries, and other sources of knowledge. Here difficulties appear at every step, and ghostly shapes arise to plague the cataloguer. Missing title pages annoy, and prefaces and introductions mislead. Topics quite diverse are treated in the same volume, and synonymous terms perplex him. Authors names are confounded, as well they may be when we consider the number of Smiths and Browns and Wilsons on every large catalogue. It is a puzzle to find *which* is the one sought of the 129 J. Wilsons, (45 of whom are Johns,) whose names are found in Alibone's Dictionary of Authors.

Many other causes of trouble and delay in such an undertaking might be suggested, but the work must be done to be

fully appreciated. The classification is now completed, the card catalogue is made, and the copy is in the hands of the printer. The work of correcting the proofs is going on satisfactorily, considering the great care that is requisite to avoid typographical errors. The plan of classification was that recommended by Charles A. Cutter, Esq., the accomplished librarian of the Boston Athæneum Library, and carried into effect under the very able superintendance of Miss A. I. Appleton, whose large experience and knowledge of books well fitted her for the task. Some of the leading classes of books, and their location are here indicated. Beginning with the London Times, which retains its former position, we pass to works of Government, Law and Commerce. Next to these are some well filled shelves of Social Science, followed by mental Philosophy, and a large collection of works on Theology. These occupy the north-west corner of the room, and include commentaries and works of the early Fathers of the church; also, a shelf relating to Superstitions, such as Sorcery and Witchcraft. Then follows Literature and Language, appropriately introducing English and American Miscellany. These are again divided into works of Wit and Humor and the Drama. From the Drama the transition is easy and natural to Poetry, English and American. These works are found in the north-east corner of the room which may be appropriately termed the Poets' corner. From these we pass to another branch of Belles lettres, and slide naturally into Fiction, which is again subdivided into American, European and British, and again arranged so far as possible under the names of authors. From works of imagination we pass to those of fact, so far as they are faithfully represented in books of travel, in which the library is found to be very rich. The reader here may journey into all parts of the world without removing from his chair. From travels, in our own and other countries, we next pass to their History. This department is well filled, including Ecclesiastical History, which we left behind us in the Theological corner. History is arranged in divisions, according to countries,

and the library is thought to be well balanced in this department. From History we shade off to Biography, another large section of the library. The lives and times of great men partake largely of History, and the transition from one to the other is easy. We now come to the books of Reference, deposited near the entrance to the Reading Room, where they may be readily found and consulted. Works of Science and Art fill the remainder of the space, except the higher shelves, which are occupied by bound Periodicals.

The work of the year in the receiving and circulation of books, covers only about five months, yet the additions of new books is greater than in ordinary years, amounting to 529 volumes. The number of volumes entered in the Accession Catalogue up to the present date, is 14,320. This does not indicate the true number of books in the library, as the committee have from time to time discarded books which could not, even if it were desirable, be replaced. But against the deficiency thus created, should be put the bound Periodicals, about 28 volumes each year, which are not entered as accessions.

The committee have improved the opportunity afforded by the new arrangement and cataloguing of the library, to purge it of a large number of worn-out books and worthless novels, with the intention of filling their places with works of real merit. The number thus discarded amounts to 679 volumes. Their departure is no real loss. One incidental advantage of the classification, is the bringing together books on the same subject, so that the deficiencies in a particular department may be supplied. The committee have resolved to increase the number of standard Periodicals, both popular and scientific, which will, doubtless, be read with eagerness and profit.

The number of visiting strangers who have left a record of their names is 4250. This shows a falling off as compared with some former years, as might well be expected to be the case after the decease of Mr. Peabody. It is a question for the government of the Institute to determine whether this record shall be longer continued.

The Eben Dale Sutton Reference Library has had a year of continued and active usefulness. Very valuable accessions have been made to its shelves by the committee, amounting to 316 volumes. Among these is a most beautiful set of the British Poets, in calf binding, highly gilt, consisting of 141 volumes. But these are not all of the acquisitions of the past year. The benevolent founder has again manifested her continued interest in this "Memorial Room" by the munificent gift of a set of Audoben's Birds of America, the elephant folio edition, all the plates of full size, finely colored from nature, and mounted upon cloth. This copy is superbly and strongly bound in Russia leather, and is probably the best extant. Accompanying the four volumes of plates are six volumes of explanatory letter press, in 8 vols. Mrs. Sutton contributed also 22 volumes of other valuable works.

While the means of the Library have been thus increased, it is gratifying to find in our community a greater disposition to avail themselves of its more ample advantages. The number of applicants to consult the books the past year has greatly exceeded any former period of the same space of time, being 973, while the whole number from the opening of the library has been 1460. It is proper to note that the above applications do not include those who come to consult Audoben's volumes. It is also, gratifying to know that many of the applicants are pupils of the Peabody High School.

It gives me much pleasure to give my willing testimony to the devoted faithfulness of Miss Mary J. Floyd, the attentive librarian.

Respectfully submitted,

F. POOLE.

<i>Library and Lyceum Committeee in acct. with G. A. Osborne, Treas.</i>		Dr.
1871.		
M'ch 20,	To paid Wm. P. Lakeman, for services	\$14 00
29,	" W. H. Piper & Co., for books.	94 88
April 10,	" " " " "	62 17
10,	Postage bill.	4 23
14,	Librarian, quarter's salary	250 00
14,	" C. A. Gilson, for periodicals	52 87
May 3,	W. H. Piper & Co., for books.	11 00
4,	" " " " "	76 00
4,	G. A. Sanger, for services.	18 00
6,	Salem Press, for binding	22 75
6,	Fred. Upton's bill, services.	10 00
June 2,	W. H. Piper & Co., for books.	89 04
30,	" " " " "	96 73
July 6,	Librarian, for quarter's salary.	250 00
6,	Postage bill.	3 42
7,	Jonathan Perley, for binding	87 55
Aug. 1,	B. F. Stevens, for stationery	4 08
2,	Assistant Librarian, for services.	25 00
5,	Munroe, Arnold & Co., for express.	6 17
9,	W. H. Piper & Co., for books.	273 20
9,	Hanaford's Life of Peabody.	1 75
18,	Mass. State Atlas	12 00
18,	D. H. Townsend, for books, &c., to and from Boston two years	25 00
28,	A. I. Appleton, services on Library	60 00
Sept. 12,	Littlefield, express hire.	2 85
12,	" " " " "	2 60
Oct. 2,	Librarian, for quarter's salary	250 00
2,	Littlefield, for express	2 15
10,	W. H. Piper & Co., for books.	65 86
17,	A. I. Appleton, work on Catalogue	120 00
17,	Postage bill.	2 80
Nov. 2,	Geo. A. Sanger, for extra services in Library . . .	56 00
2,	Assistant Librarian, for services.	25 00
2,	" " " " "	50 00
2,	W. H. Piper & Co., for books.	40 62
20,	" " " " "	227 67
20,	Jonathan Perley's bill, binding	37 41
Dec. 5,	Moses Tyler, for lecture	75 00
12,	Wm. B. Wright, for lecture	75 00
12,	W. H. Piper & Co., for books.	110 47
15,	Express.	50
23,	A. I. Appleton, for work on Catalogue.	60 00
26,	James T. Field, for lecture	100 00
28,	A. C. D. Keen, for work on Catalogue.	147 15

1872.

Jan'y 2,	"	Gen. J. R. Hawley, for lecture	100 00
4,	"	C. A. Cutler's bill.	38 00
9,	"	Prof. Niles, for lecture.	75 00
9,	"	Librarian, for quarter's salary.	250 00
9,	"	Munroe, Arnold & Co.'s bill	4 70
9,	"	B. F. Stevens, for stationery	3 85
9,	"	Postage bill.	2 78
9,	"	Wilson's Express	1 30
16,	"	Mrs. Glynn, for readings.	150 00
23,	"	Washington Gladden, lecture.	75 00
23,	"	Fraser's Magazine.	21 84
30,	"	A. J. Appleton, work on Catalogue	135 00
30,	"	A. A. Willitts, for lecture	100 00
Feb'y 6,	"	W. H. Piper & Co., for books.	7 02
6,	"	J. H. Daniel's bill labels	6 00
6,	"	F. Poole's bill sundries.	7 22
6,	"	Chas. D. Howard's bill, printing	58 30
6,	"	Col. Conwell, lecture	75 00
13,	"	Chas. C. Dodge's bill.	36 00
13,	"	Geo. A. Sanger, "	45 00
21,	"	Services of Police at lectures	20 00
		Balance	587 48
			<hr/>
			\$4,800 41

1871.

Cr.

Feb'y 17, By Balance	\$ 578 31
June 10, By draft on Trustees	1000 00
Sept. 28, By " " "	1000 00
Dec. 29, By " " "	1000 00

1872.

Jan'y 20, By " " "	700 00
Feb'y 6, By received for Fines.	22 10
10, By draft on Trustees	500 00
	<hr/>
	\$4,800 41
Feb'y 21, By Balance	\$587 48

G. A. OSBORNE, *Treasurer.*

SUMMARY STATEMENT OF FOREGOING ACCOUNT.

	Dr.
To paid for Books	\$1,243 12
" " Binding	147 71
" " Lectures.	845 00
" " Librarian and Assistants.	1,192 00
" " towards Catalogue.	647 15
" " Express	45 27
" " for Postage.	13 23
" " Stationery	7 93
" " Printing	58 30
" " Incidentals.	13 22
Balance.	587 48
	\$4,800 41

	Cr.
By Balance.	\$ 578 31
By drafts on Trustees	4,200 00
By received for Fines	22 10
	\$4,800 41
By Balance.	\$587 48

G. A. OSBORNE, *Treasurer.*

Report of the Committee on the Eben Dale Sutton Reference Library.

The committee on the Eben Dale Sutton Reference Library would report that they promptly organized at the opening of their official year, with a considerable balance at their disposal for the purchase of books, and they have made during the year important additions to the Library. There have been received since the last report three hundred and fifty-two volumes. Of these, three hundred and twenty volumes were purchased, and thirty-two volumes were the gifts of Mrs. Sutton. The whole number of volumes in this library is now about eight hundred and seventy-five.

In the selection of books, the committee have not found it expedient, or scarcely possible to pursue any very systematic course, but have embraced such opportunities as have been afforded them from time to time, when works of established merit, and coming within the general purposes of the library, have fallen in their way. Although the result is, in some cases, to add to the number of works on subjects already represented, yet we have also been able to extend the library to one or two new departments. Among the additions is a complete set of the Delphin Edition of the Latin Classics, printed

in London by Valpy, in one hundred and forty-one volumes. The student will find here, in beautifully clear type, the full works and fragments of all the authors of Ancient Rome that are extant, accompanied by a mass of annotations and comments, and collateral information of all kinds, such as can be found nowhere else in the same compass. An edition of the British Poets in one hundred and thirty volumes will, we hope, add materially to the attractions of the Library in the department of English Literature. We have also placed on our shelves the published volumes of the Scientific Surveys of several of the Western States, including those of California.— Such works in time become rare, and the policy of securing them early is therefore obvious.

The donations of Mrs. Sutton above alluded to, deserve something more than a passing notice. The first of these was The Description of Egypt, in twenty-three folio volumes, comprising nine volumes of text descriptive and historical, eleven of plates, and three of charts of Geography and Topography. This splendid work is the result of the researches of the scientific corps that accompanied the French military expedition into Egypt, near the close of the last century. It is a most exhaustive treatise upon all that relates to the antiquities of this interesting region, and to its condition in modern times, and, having been published under the auspices of Napoleon, is of itself a prominent monument of the glories of the first empire of France. The other gift of Mrs. Sutton, is Audubon's Birds of America, the original edition in four folio volumes of plates, and five volumes of explanatory text. We find it difficult to confine ourselves within bounds in recording here our admiration at the liberality that has been displayed in preparing and presenting to the Library these magnificent volumes. While their exterior is solid and elegant, no pains have been spared to make them as durable as the binder's art could effect. Each plate has a backing of linen, and is attached to the covers by a linen guard. Not less than seven months were consumed in the binding of these volumes, the expense

of which alone was nearly five hundred dollars. The value of this unique work, which will probably never be repeated, is well known. The learned Audubon spent upon it the labors of a life-time, traversing thousands of miles, and searching out the subjects of his illustrations in their native haunts, and he has here presented to the eye their form, their plumage and characteristic attitudes, with a fidelity to nature that has never been equalled. The bare presence of this work in the Library is a lesson to youth of what energy and perseverance can accomplish. The committee deemed it no less a duty than a pleasure to make to Mrs. Sutton a special acknowledgment for this costly and beautiful gift.

These volumes are so heavy that the use of the tables in the room to exhibit them is objectionable, and has already begun to mar the furniture. We have therefore begun to take steps for the erection of stands or shelves for this special purpose. This may make it necessary to remove some of the other furniture, that can very well be spared. We trust that before another winter, the difficulty of heating this room, already stated in previous reports, will have been remedied.

The increase in the number of persons who, within the year, have resorted to the Library, for the purpose of consulting the books, and not as mere visitors, has more than equalled our most sanguine expectations, and we have reason to believe that it would have been the same, even if the Peabody Library had not been a part of the time closed.

Miss Floyd has continued to perform the duties of Librarian during the year, and her efforts for the comfort and convenience of visitors to the Library, have been everything that could be wished for.

Respectfully submitted,

THOS. M. STIMPSON, Chairman.

SUTTON REFERENCE LIBRARY.

Library and Lyceum Committee in acct. with G. A. Osborne, Treas.

1871.

	Dr.
March 8, To paid H. A. Brown & Co., for books.	\$114 00
9, " H. O. Warren & Co., bill coal.	88 60
21, " Bernard & Quaritch's bill, books.	30 38
28, " W. H. Piper & Co., for books	37 00
April 3, " Gas bill.	10 08
5, " Librarian, for quarter's salary.	50 00
14, " Superintendent, " "	37 50
June 2, " A. Williams & Co., for Atlas.	14 28
22, " American Naturalist	4 00
July 1, " Librarian, for quarter's salary	50 00
3, " Gas bill.	7 20
6, " Superintendent, quarter's salary.	37 50
20, " W. H. Piper & Co., for books	8 00
" American Naturalist, for books.	99 50
Aug. 4, " W. H. Piper & Co., for books	67 50
Oct. 2, " Librarian, quarter's salary.	50 00
" Superintendent's "	37 50
" J. H. Teague, for services	50 00
" Gas bill.	2 16
10, " W. H. Piper & Co., for books	233 00
Dec. 28, " " " "	11 50
" " " "	225 00
29, " Townsend's Express	8 20

1872.

Jan. 1, "	Gas bill.	15 84
2, "	Librarian, quarter's salary.	50 00
9, "	Superintendent's "	37 50
" B. F. Stevens' bill, stationery	1 23	
Feb. 2, "	W. H. Piper & Co., for books	13 50
" American Naturalist, for books.	20 00	
6, "	Chas. D. Howard's bill, printing.	11 50
" Clark & Giddings' bill.	18 00	
26, "	H. O. Warren's "	89 10
	Balance.	180 39
		<hr/> \$1709 96

1871.

	Cr.
Feb. 17, By Balance.	579 33
May 22, By sale of \$500 gold, being the April int. on Fund, a 111 $\frac{1}{2}$, 559 38	

Oct. 12, By sale \$500 gold, being the Oct. interest on Fund, a 114 $\frac{1}{4}$, 571 25

 \$1709 96

1872.
 Feb. 26, By Balance. \$180 39
 G. A. OSBORNE, *Treasurer.*

SUMMARY STATEMENT OF THE FOREGOING ACCOUNT.

	Dr.
To paid for books	\$877 66
" Librarian.	200 00
" Superintendent.	150 00
" Janitor.	50 00
" for Coal	177 70
" for Gas.	35 28
" Printing.	11 50
" Express.	8 20
" Stationery.	1 23
" Clark & Giddings' bill.	18 00
Balance.	180 39

	\$1709 96

	Cr.
By Balance.	579 33
By interest on the Fund.	1130 63

	1709 96

1872.
 Feb. 26, By Balance. \$180 39
 G. A. OSBORNE, *Treasurer.*

